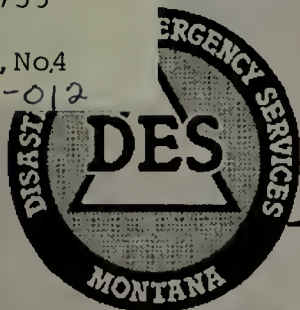


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Newsletter

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Volume 33

December 1996

Number 4

The Administrator's Message:

PLEASE RETURN

As the holiday season rapidly approaches and we prepare for the New Year, our follow-up activities are keeping us very busy.

☞ The floods from the spring and early summer are requiring considerable work in many counties.

☞ We are still waiting to hear on a Presidential disaster declaration request for the Yellowstone floods.

☞ The repair work and administration will likely carry over to at least mid-1997.

☞ The Alberton chlorine train derailment is generating many requests for information, including unanswered questions concerning the long term effects on health resulting from the incident.

☞ Follow-up critiques and reviews from the fire season are requiring considerable attention in some areas of the state.

"All in all, our business hasn't slowed down."

All in all, our business hasn't slowed down. We currently have two temporary employees working on special projects. Steve Knecht from Judith Basin County is helping finalize Duty Officer/State EOC guidelines and Standard Operating Procedures. Tom Kelly from Stillwater County is assisting Bob Fry with the Incident Command Working Team's products. Both of these individuals are helping us make significant progress on high priority projects.

Next year will be intense with legislature, follow-up from this year's activities, and plans to move forward with many emergency management issues. We hope all of you enjoy the holidays with family and friends. Relax and be safe!

Happy Holidays!

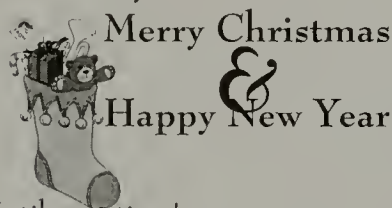
Jim Greene
Administrator

From the Editor:

I apologize for the huge newsletter, but it does have some interesting stories, some fun stuff and even a little DES news. I have been receiving many contributions so I hope you are getting useful information and enjoying it in the process.

It is hard to believe the holidays are here already! It seems like just yesterday....

Have a very



Until next time!

Monique T. Lay
☺☺☺☺☺

Earthquake Program News

This article was reproduced from the Aug 96 edition of NEMA News.

Member states of the NEMA Mitigation Committee received training this summer on the FEMA and National Institute of Building Sciences loss estimation software called HAZUS. The program allows users to estimate, for any specific geographic area, potential losses to building stock, critical facilities, and local economies due to a variety of natural disasters. Although earthquakes are the only simulated disasters currently available, floods and high winds will be included in the future.

The program is divided into two parts: an inventory database and a disaster simulator. The database contains detailed information on population, housing stock, critical facilities, infrastructure, demographic, and others for every census tract in the U.S. All of this information is updated by the user to reflect current local conditions. The disaster simulator allows

the user to initiate a "disaster" for a specific area and, based on the magnitude of the event and the information contained in the inventory database, estimate the extent of damages and economic losses.

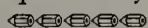
FEMA's GIS Program Will Benefit Emergency Managers

From all accounts, the HAZUS program is an outstanding tool for assessing risks. It is user friendly and offers benefits to emergency managers at the local, state and federal levels. Recovery managers can analyze proposed hazard mitigation projects to determine the extent to which they will reduce structural and economic losses from future disasters. Local governments can devise short and long-term recovery plans for potential disasters by simulating their impacts on residential populations, business communities, infrastructure and critical facilities. Even during the response phase of an approaching hurricane, emergency managers can quickly display the number and type of structures threatened by wind and storm surge (single family homes, mobile homes, businesses, etc.), the total vulnerable population within a threatened area, the number of residents displaced from their homes for short and long periods of time, and the critical facilities and infrastructure that will likely be damaged or destroyed by storm surges and/or high winds.

Michael Loehr, Florida Division of Emergency Management, believes the software will significantly benefit emergency managers. "Based on my review, the HAZUS program enables users to accurately assess the risks faced from natural disasters and thereby serves as the first step toward mitigating those risks. In my opinion, there is potential for this program to impact all four phases of emergency management as well as land use planning and housing programs."

Earthquake Preparedness month (October) was successful. Lots & lots & lots of information was distributed to Montanans statewide. Thanks to all of you who participated. A special thanks to Paul Spengler, Wilma Puich and Larry Laknar who did an exceptional job working with their communities. Your efforts are appreciated.

Monique T. Lay



"Some people succeed because they are destined to succeed, but most people succeed because they are determined to succeed."

Tracking (the Elusive) Paperclip

They're always there when you need them. More faithful than man's best friend and never too far away, the common paperclip is more common than pencils. First invented by a Norwegian named Johan Vaaler in 1899, they now populate every desk top in the world and are showing up in glove compartments, kitchen drawers, and under nearly every sofa cushion in existence. The metal clips alone account for an annual U.S. steel consumption of 10,000 tons. Paperclips travel around more than mismatched socks -- and now we have some idea of a typical paperclip's fate thanks to a London study.

Lloyd's Bank of London undertook an extraordinary study to discover exactly what happens to a typical batch of paperclips in their office building. Out of the original batch of 100,000 clips:

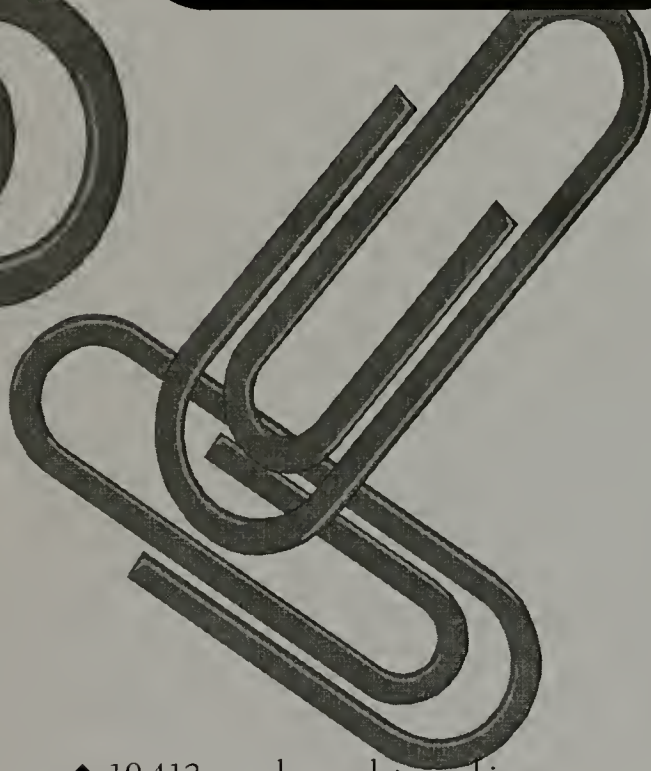
- ◆ 3,196 were used as pipe cleaners.
- ◆ 5,308 used as nail cleaners
- ◆ 5,434 used to pick teeth or scratch ears.

Thank You!

The following are recognized for contributing to this newsletter:

Jim Greene
Fred Cowie
Homer Young
Ed Gierke
Jim Anderson
Charlie Hanson

Bob Fry
Bill Thomas
Paul Spengler
Fred Naehar
Lynn Valtinson



- ◆ 19,413 served as card game chips.
- ◆ 14,163 were snapped, broken or otherwise twisted useless during phone conversations.
- ◆ 7,200 were used as hooks for belts, suspenders or bras.
- ◆ 25,000 became casualties lost into odd office crevices, swept up or otherwise disappeared.

All in all, only 20,000 out of the original 100,000 were used to clip paper.



Lessons in School Safety

"On crisp fall mornings, legions of yellow school buses, young bicyclists and pedestrians make their way along busy thoroughfares and narrow country roads to schools across the country. With all this traffic on the road, schooltime safety is one lesson no parent or student can afford to skip."

The information in this article was taken from the Oct/Nov 1996 edition of the USAA Magazine and revised to fit the provided space.

The National SAFE KIDS Campaign offers these suggestions to help parents and children this school season.

Riding a school bus

An estimated 22 million students ride school buses daily. Although school buses are among the safest ways to travel to and from school, injuries still occur. In 1994, 32 children ages 14 and under were killed, and an estimated 7,000 were injured, in school bus-related incidents. Twenty-five of the children killed were pedestrians. Many injuries happen when children are boarding or exiting the bus because of a blind spot that extends approximately ten feet in front of the bus, obstructing the driver's view. Children are not aware of this blind spot and sometimes mistakenly believe that if they can see the bus, the bus driver can see them.

Teach these rules for waiting for the bus:

- ◆ Arrive at the stop at least five minutes before the bus arrives.
- ◆ Stay out of the street, and avoid horseplay.
- ◆ Always wait on the same side of the street as the school bus loading/unloading zone.

Teach these rules for riding on the bus:

- ◆ Remain seated at all times, & keep aisles clear.
- ◆ Do not throw objects.
- ◆ Do not shout or distract the driver unnecessarily.
- ◆ Keep heads and arms inside the bus at all times.

Teach these rules for boarding and leaving the bus:

- ◆ Walk single file.
- ◆ Use the handrail to avoid falls.
- ◆ Remove loose drawstrings or ties on jackets and sweatshirts and replace with Velcro, snaps or buttons. Loose drawstrings or book bags can snag on bus handrails. Since April 1991, seven children have been killed as a bus dragged them alongside the vehicle when their clothing or other item was caught on the handrail or in the door.
- ◆ Wait until the bus comes to a complete stop before exiting.
- ◆ Exit from the front of the bus.
- ◆ Be aware of the driver's blind spot (ten feet in front of the bus) when walking away from the bus.

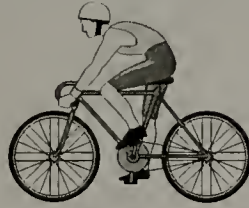
Walking to School

Pedestrian injuries are the second-leading cause of unintentional injury-related death among children ages 5 to 14. Each year, nearly 1,000 children ages 14 and under die, and another 29,000 are injured, in pedestrian-related incidents. Safety experts recommend that children under the age of ten never cross the street alone. Follow these guidelines:

- ◆ Choose the safest route. Look for the most direct route with the fewest street crossings. Walk the route with your children until they demonstrate traffic safety awareness. They should take the same route every day and avoid shortcuts.
- ◆ Teach children to obey all traffic signals and markings.
- ◆ Make sure children look in all directions before crossing the street.
- ◆ Teach children not to enter the street between parked cars or near bushes that block a view of the street.
- ◆ Teach children to cross the street at a corner or a crosswalk.
- ◆ Warn children to be extra alert in bad weather.

- ◆ Demonstrate proper pedestrian safety by being a good role model. Older children in your home or neighborhood should be encouraged to model safe pedestrian behavior.

Riding a bike to school



- ◆ Bicycle riding is one of childrens' favorite pastimes, with nearly 40 million riders ages 14 and under. Whether out of necessity or by choice, many of these children ride their bikes to school. Unfortunately, bicycles are associated with more childhood injuries than any other consumer product except the automobile. Approximately 250 children ages 14 and under die each year from bicycle-related injuries, and another 400,000 are treated in hospital emergency rooms for such injuries. Here are some safety tips.
- ◆ Insist your children wear bike helmets at all times when bicycling. Head injury is the leading cause of death in bike crashes, accounting for more than 60 percent of bicycle-related deaths and about 1/3 of hospital emergency room bicycle-related visits. A properly worn bike helmet can reduce the risk of head injury by as much as 85% and the risk of brain injury by as much as 88%.
- ◆ Plan a safe cycling route with your children, and ride it with them. Streets with a steady flow of fast-moving traffic are not appropriate for young cyclists with limited traffic experience.
- ◆ Teach children to follow the rules of the road.
- ◆ Don't allow children to ride at night. Riding in non-daylight conditions is 3.6 times more risky for children ages 14 and under.
- ◆ Ask that your children's schools provide cyclists with "safe areas." Bike racks should be placed in areas where few motor vehicles and pedestrians travel.

Driving children to school

- ◆ Each year, nearly 1,400 children ages 14 and under die and another 269,000 are injured while riding in motor vehicles. Seventy percent of motor vehicle crashes occur within 25 miles of home at speeds below 35 mph. Follow these precautions:
- ◆ Make sure all occupants are correctly restrained with child safety seats and/or safety belts every time you drive. The number of passengers you carry should never exceed the number of safety belts in the car.
- ◆ Carry no loose or heavy objects in the passenger area of the car that could injure someone if you stop suddenly.
- ◆ Allow extra time in your schedule to avoid the temptation to drive too fast when late.
- ◆ Drop off children as close to school as possible so they do not need to cross a street. Make sure they enter and leave the car on the curb side.
- ◆ Arrange to pick up children at a safe spot away from the congestion of cars around the school.



Education is the ability to listen to almost anything without losing your temper or your self-confidence.

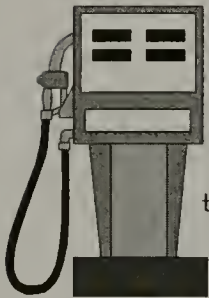
- Robert Frost

HazMat Program Training Events

MTDES/SERC will sponsor a Train-the-Trainer course for LEPCs, February 11-12, 1997 at the 4B's Conference Center and Motel in Missoula. You must have prior training skills and experience to take this course. The trainers participating will

receive LEPC and SARA Title III training on the 11th and HazMat Awareness OSHA Level I training on the 12th. These go hand in hand and each county/LEPC should have one person to present the LEPC Orientation and the Awareness Level I to local responders. The Missoula 4B's reservation number is 800-272-9500. *State rate* rooms are available

and will be held until January 28th. You must register with Fred Cowie (course instructor) at 444-6968 (fax at 6965) for the training and arrange for your own room reservations.



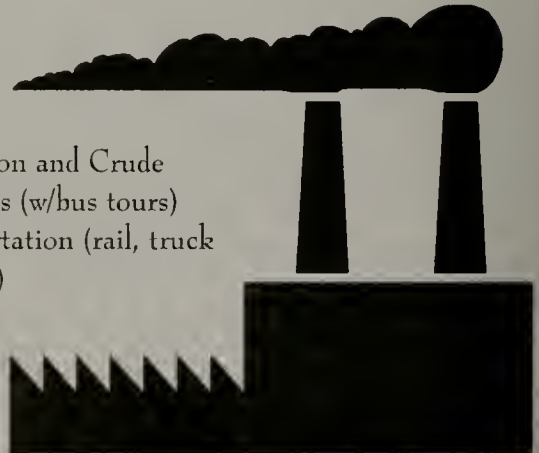
The Confederated Salish and Kootenai Tribal TERC will sponsor the fourth annual Indian Nations and Local Communities HazMat Conference March 18-20, 1997 at the KwaTaqNuk in Polson. The agenda will be a Operations Level II course for non-SCBA-fire responders (i.e., DES, law enforcement, EMS, public health, public works, public officials, media, some fire personnel, *inter alia*), along with a "here's what's happening in our jurisdiction" forum. This is by invitation only, through the CSKT TERC.

There will be a Project Development/Grant Writing course in Helena, April 15-16, 1997. The 15th will be a walk-through of grant writing and the 16th will be spent on grant management and using the library to locate grant givers. You must register with Fred Cowie (course instructor) 444-6968 (fax at 6965) for the training. *State rate* rooms are available at a variety of motels in Helena so rooms will not be held in advance.

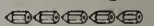


The 1997 SERC/TERC/LEPC Conference will be held September 24-25, 1997 in Billings. The theme for the 1997 conference is "*Partnership with the Petroleum Industry*" and will be hosted by the Yellowstone LEPC. Modules will include:

- XProduction and Crude
- XRefineries (w/bus tours)
- XTransportation (rail, truck & pipeline)
- XOil Pollution Act
- XThe role of the EPA OSC (On-Scene-Coordinator).



Fred Cowie
HazMat Program Manager



DISTRICT II

Anhydrous Ammonia

Incidents involving agricultural chemical fertilizers are quickly moving to the top of the list of hazardous material incidents in North Central Montana. Statistics prove that more incidents are being reported. Hopefully this is true because of heightened awareness and not because the industry is becoming complacent about its product and safety standards.

Historically, incident reports of the past included accidental releases from faulty valves and an occasional broken hose. Recent reports include information on complete failures of field service tanks that have indirectly led to death, injury, and environmental concerns. There have been several temporary road closures. Some sustained incidents have lasted for hours.

Many of the reported incidents have involved field service tanks that are mounted on field trailers that have no lights or brakes. Most of these units are pulled behind light trucks and outweigh the towing vehicle three times. These tanks hold up to 1450 gallons of product under high pressure. Have you ever followed one of these vehicles on a highway in rural Montana when they are pulled in tandem? They weave down the highway like a snake. Many companies have been guilty of permanently mounting field service tanks on flat bed trucks to move the

"When do we get involved?"

these tanks are made to withstand impact speeds of under 35 mph and have inadequate shear protection for valves. These vehicles travel at highway speeds -- and you know what the speed limit is in Montana.

product from one off load facility to another. The danger is that

I ask this question: "When do we get involved?" Is there a need for intervention? Is this a hazard where mitigation could help? Who is the agency mandated to regulate and monitor the distribution of anhydrous and its safety record? At what point do we decide this hazard needs critical review?

Ed Gierke
District II Representative


DISTRICT III

EOP sign-offs were due for the State and Local Assistance (SLA) eligibility requirements and program standards that will be in force for FY97. There are some new ideas floating around in the EOP arena and although many signatures were obtained this past year and the requirement says four years, we should not let the plans sit on the shelf. Updating is a yearly requirement and looking for new ways to improve response capability during extended operations seems to meet the needs of an emergency management system. Missoula County developed a whole computer program for their county plan and it is worth a view. If you would like a copy, contact your District Representative. For a hard copy, contact the state DES office.

Bob Fry
District III Representative


Emergency Managers Weather Information Network **-EMWIN-**

A low-cost method for receiving essential information from the National Weather Service (NWS) is now available on a satellite system.

This system is called EMWIN and is designed specifically for, and available only to, emergency managers (EMs).

The weather information is free. The only cost to receive the information is a one time cost to purchase the satellite dish and receiver. However, a computer is also required.

The EMWIN system provides all watches and warnings (including fire weather products such as "red flag") as well as weather statements, forecasts, and a limited amount of radar and satellite information. Products can be alerted so the constant monitoring of the system is not required. Approximately 5000 pages of weather information can be accessed daily. This is much more information than has ever been previously available, especially to Montana EMs, regardless of cost. EMWIN costs between \$500 and \$600 depending on the model purchased. This includes both the satellite dish and the receiver. Minimum computer requirements are a 386 computer with a 20mb hard drive. Software upgrades would require a 486; however, the 386 would still be able to handle the original EM package. This is a one time cost. The only recurring costs would be for equipment maintenance which should be low.

The NWS will be displaying this system at the DES Governor's Conference in February. All DES Coordinators are encouraged to view the system as we at the NWS truly believe it will finally solve the long-time problem we've had in delivering a complete and essential weather package to DES Coordinators and other EMs.

Lynn Valtinson
Great Falls - National Weather Service



INCIDENT COMMAND SYSTEM WORKING TEAM

We are close to publishing the final draft of the All-hazard taskbooks for Incident Management and Incident Command positions. The final draft will be first introduced at an Incident Management conference at Gallatin Gateway on November 23rd and 24th. After that we will be distributing it through the county coordinators and other means to make it available for use. Hopefully, the information will be useful, basic and explanatory enough without sounding like a mandate. We (the ICS working team) are hoping for wide distribution and feedback on what we can change to make it more useful. Some of the things to keep in mind are more information in a FOG, Field Operations Guide, format. This would contain more examples of useful information which could be a little easier to refer to during an extended operation. Information will include using checklists, forms, tickler sheets, and computer aids. Any ideas along these lines will be greatly appreciated. If you have a keen interest in being on the working team, please let me know. I will be doing some re-organizing of the participants so we can get a wider voice from the field. If you don't get to see the material by January and would like a copy, contact either the State DES or me at 222-4430.

Bob Fry
District III Representative
☐☐☐☐☐

Public/Private Partnership Produces... **RESULTS**



The Lewis & Clark County Emergency Alert System (EAS) Committee has received \$1800 from local industry to help the county buy an EAS encoder for the dispatch center. The EAS will replace the EBS locally by January 1, 1998. The cost of the encoder, which is required for local activation, is about \$3,000. FEMA does not have the funds to assist local governments with the new system.

So the largest hazmat companies in the EAS broadcast area were asked to contribute \$600 to help to buy the equipment, because an accident at their facility could require activation of the system. So far, Great Western Chemical Co. and the Yellowstone Pipeline/CONOCO have already contributed for what they consider to be a worthy cause.

These companies have been active members of the county LEPC for years, and realized the need for the EAS to warn the public of a hazmat emergency. This partnership with private industry has worked well with Lewis and Clark County, and it could also produce results in other counties with public spirited companies willing to contribute to an emergency system designed to alert the public in time of disaster.

Paul Spengler
Lewis & Clark County
DES Coordinator
◆◆◆◆◆

Earn a long-distance degree ☒

Emergency management is a profession that requires extensive technical knowledge as well as advanced planning and management skills. Now the opportunity to enhance these skills exists. The Rochester Institute of Technology is offering a bachelor's concentration in emergency management, within the applied arts and science program in its College of Continuing Education.

To create the emergency management concentration, students can add five "cap courses" to fire service, civil engineering technology or other related fields of study. These courses are "Earth Sciences for the Emergency Manager," "Man-made Hazards," "Emergency Preparedness Laws and Regulations," "Emergency Planning and Methodology" and "Emergency Operations."

The best part is that the degree can be completed entirely through distance learning. All you need is a VCR and a modem to catch the online classes. The course packet tells you how to get your books, set up your computer account and other information. The cost is \$221 per credit hour and financial aid is available for both full and part-time students.

For information on the degree and on financial aid programs, call 1 800-225-5748 or write:

Environmental Management/CCE, RIT
31 Lomb Memorial Drive
Rochester, New York 14623

Article taken from the August 1996 issue of Emergency Management UPDATE:
Virginia Department of Emergency Services.

Earthquake Preparedness Month

focuses on:

Schools & Businesses

Lewis and Clark County concluded another successful Earthquake Preparedness Month this October for the 17th consecutive year. The month is used to commemorate the 6.3 and 6.0 earthquakes that hit Helena in October, 1935, and to prepare the public for the next major earthquake through a publicity blitz.

All schools in the county had an earthquake drill on October 16, which involved an evacuation of the building. Meetings were held with school staff and parents to review the risk and the school earthquake plans. Radio, TV and the newspaper covered the drills and passed on preparedness tips while reporting on the school activities.

A new twist to the month was the focus on businesses. FEMA figures that 43 percent of all businesses that are closed down by a disaster will never reopen. Another 28 percent of those that do reopen continue to have difficulties. The Helena business community was receptive to this message, and were told how to back up business records and to practice non-structural mitigation at the various meetings held during the month.

A one minute PSA, *"Don't Be Shocked If an Earthquake Hits Your Business,"* was played on Helena's four radio stations, and a one minute video PSA was aired on the TV station. Both were produced by the National Earthquake Hazard Reduction Program, as well as a ten minute video by the same title, which was shown at the business meetings. These items are available from Monique Lay at the DES office.

Monique used the month to provide thousands of catchy (hot pink) earthquake preparedness fliers to

all Helena state, county and city employees, as well as to the Carroll College staff. She produced the two page pamphlet herself, which is packed with timely tips to help us better prepare for the inevitable earthquake.

We're already working on next year's Earthquake Preparedness Month, which will feature a tabletop exercise of a major earthquake in the Helena Valley. We find that the annual repetition of the message works well because it is tied to a disaster that most people in the area are aware of, and that this reminder of the seismic risk encourages people to be receptive to our preparedness tips.

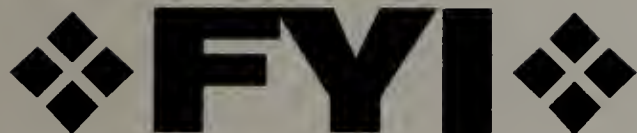
Paul Spengler
Lewis & Clark County
DES Coordinator
☞☞☞☞☞

EOP Assistance

The Missoula County EOP has just been completed. Bill Silverman has captured the document on disk in what seems to be a very user-friendly format. The plan has been based on recent experience with significant events. The main document consists of the plan body and does not include the hazmat section, evacuation guide or resource list. The plan has been designed for a laptop computer for convenient use in the field.

This plan is available on disk or in hard copy. Your district representative can supply you with the disk version or you may request a hardcopy from the State DES office.

Dan McGowan
Planning Bureau Chief
☞☞☞☞☞



The DMA TAG relies on DES DO & PIO info. The EOP & SOPs in the EOC helps the DO Commo w/the IC. The IC has a high LOC re: LUST; however, the HazMat spill is IAW EPA regs.

Maybe we can learn more at FEMA's IEMC at EMI/NETC in MA.

Confused? Acronyms can provide an easy means for communication or an immediate route to alienation. Whatever the pros and cons, we are stuck with them. Here are a few familiar emergency management acronyms for your additional knowledge or just for review.

AUTOVON	Automatic Voice Network
BG	Brigadier General
CAER	Community Awareness and Emergency Response
CDC	Center for Disease Control
CEPP	Chemical Emergency Preparedness Plan
CERCLA	Comprehensive Environmental Response, Compensation and Liabilities
CERI	Center for Earthquake Research and Information
CHEMTREC	Chemical Transpiration Emergency Center
Commo	Communications
DAC	Disaster Application Center
DA	Damage Assessment
DAP	Disaster Assistance Programs
DECON	Decontamination
DES	Disaster & Emergency Services
DFO	Disaster Field Office
DMA	Department of Military Affairs
DO	Duty Officer
DOT	Department of Transportation
DSR	Damage Survey Report
EMA	Emergency Management Assistance
EMI	Emergency Management Institute



EMT	Emergency Medical Technician OR Emergency Management Training
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
FEMA	Federal Emergency Management Agency
HAM	Amateur Radio Operator
HazMat	Hazardous Materials
HICA	Hazards Identification, Capabilities Assessment
IA	Individual Assistance
IAW	In accordance with
IC	Incident Commander
ICS	Incident Command System
IMA	Individual Mobilization Augmentee
IMS	Information Management System
LOC	Level of Concern
LUST	Leaking Underground Storage Tanks
NEMA	National Emergency Management Association
NEPA	National Environmental Policy Act
NETC	National Emergency Training Center
NWS	National Weather Service
Ops	Operations
PAO	Public Assistance Officer
PA	Public Assistance
PIO	Public Information Officer
PI	Public Information
POC	Point of Contact
R&R	Response and Recovery
RACES	Radio Amateur Civil Emergency Services
SARA	Superfund Amendments and Reauthorization Act
SAR	Search and Rescue
SERC	State Emergency Response Commission
SOP	Standard Operating Procedures
T&E	Training and Exercise
T-t-T	Train the Trainer
TAG	The Adjutant General

Exercise

(or “practice”)

Program Update

As the Exercise Development Specialist for Montana Disaster and Emergency Services, I hear lots of comments from DES County Coordinators about training and exercise programs. Many coordinators seem genuinely frustrated by the difficulties they encounter in trying to establish or maintain local emergency training and exercise programs. One remark I hear frequently goes something like this, “Man, it sure takes a lot of time and work to prepare and conduct an exercise.” Obviously, that’s true!!! Developing a successful exercise program does require a substantial amount of time, effort and energy.

Considering the “do more with less” economic realities being faced by local governments throughout Montana, some emergency managers are feeling even more pressured to conduct exercises for which they now have even less time and fewer resources to devote. Some DES coordinators have expressed concern that the full responsibility for their community exercise program (and the contingent EMA funding to their county) rests solely on their shoulders.

????????????????

☹️ *“With all my other responsibilities, I just don’t have enough time to prepare an annual exercise.” (Or, the often repeated corollary)*

☹️ *“I’m only a part-time DES coordinator.”*

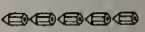
☹️ *“There isn’t anyone here who can or will help me.”*

????????????????

If any of these comments sound vaguely familiar, I have some news that may interest you.

During the past year, Montana DES has invested some time developing a pilot “short-course” we’re calling, *An Introduction to Exercise Development and Design*. This class is intended to assist emergency managers in introducing more of their local partners and co-workers to the basic concepts and premises upon which a successful exercise (or practice) program depends. One major point emphasized in this 3-4 hour session is the importance of building and utilizing a local Exercise Design Team (composed of representatives from all potential “stakeholders” and beneficiaries).

If you are in the “planning stages” of developing your next exercise and you’d like to figure out how to get some more help, call us for details. This program is one we are more than pleased to bring to your community.

Dave Maser
Exercise Development Specialist
(406) 444-6962


By: Wayne Childress, KC7KUE

I got my Technician license in May, 1995. I'd gotten interested in ham radio through my radio collecting hobby, so I didn't really have a local influence inspiring me and didn't know any hams in my area.

How "the real thing" dramatically changed the outlook of one nearly-disillusioned new ham.

Luckily, I was able to purchase a hand-held soon after my ticket arrived. I had asked the examiners at my test session for area repeater frequencies, so at least I had a starting point. I read the instruction manual to the HT while waiting for the battery to charge. With much anticipation, I flipped on the switch, programmed the frequencies...and all I got was static.

After a while, I realized that mid-afternoon on a Wednesday in the summer was not exactly prime repeater activity time. But in my first week of being a ham, I did manage to help in a small emergency. A fellow ham had gotten stuck in the middle of nowhere, and I was able to link him to someone who knew where he was. But after that, things seemed to wane. Frequently, I found my HT sitting with a dead battery for days at a time. The battery usually got charged every Tuesday, in preparation for the local net.

Around Christmas, I decided I'd try to participate more regularly on the net, which basically consisted of just a roll-call. During one of these nets, an announcement was made that a Technician class operator was needed for an upcoming "DES drill." I really didn't know what a DES drill was all about, but it seemed like a good opportunity to get some time on the air and meet some other hams face-to-face, so I volunteered.

So What's a DES Drill?

I met Bill, KA7YAO, for breakfast on Wednesday morning, February 7th. Bill and I planned to have a leisurely meal, then get down to the National Guard Armory early enough to get the radios warmed up. It was probably a good thing that we did get an early start, as the roads were a mess from melting snow. I should have gotten a clue about things to come since the 12 inches of snow that had been on my front lawn the day before had vanished by the time I left to meet Bill. But I'm a bit slow at 6 a.m. Or, it could have been that I hadn't slept the night before.

During breakfast, Bill explained that Disaster and Emergency Services (DES) drills were a means of practicing for actual disaster situations. Often, when a disaster strikes, power and telephone lines go down, and regular communication links are lost. In these times, the role of amateur radio is to provide communications, both on a local and long distance scale. Since we were located in Montana's capital city, we'd be the communications for the State Emergency Operations Center (EOC), although we wouldn't be the primary headquarters.

The drill was to start at 9 a.m. and last until noon. Bill filled me in on procedure, and we had the radios going by 8 a.m. This gave me a little time to gawk at all the equipment. Here, before my very eyes, was all the equipment I'd been drooling over in the catalogs. An ICOM IC-275 all-mode rig was to be used for 2-meter voice. An ICOM IC-728 HF rig, complete with automatic antenna tuner and 500-watt linear amplifier, would serve for long distance communications. We also had a dedicated packet rig. I was in ham heaven!

From Drill to Disaster

I had just about gotten my eyes back in their sockets when we got the news. At 8:15 a.m., the state went from drill to emergency status. All the melting snow had caused high water in some areas, and it was apparent that the situation wasn't getting any better. The drill would continue for those counties not affected by the flooding, while real emergency traffic would take priority.

Soon, two counties had declared emergencies and we were getting radio calls from amateurs in our own county, Lewis and Clark, letting us know that streams were rapidly rising and that roads were becoming flooded in some areas. Surely, our noontime departure would be canceled. Although it was becoming obvious that our county would soon declare an emergency, official word was slow to come. Bill had to leave for work at 1p.m., but I volunteered to stay on.

It was 4:30 p.m. - more than eight hours after I'd arrived for our "three-hour drill" - before the Lewis and Clark County EOC was officially activated. With that announcement, the state turned things over to the county, and we were finally able to go home.

It Wasn't Over Yet

My lack of sleep caught up with me soon after dinner. I hit the bed early and slept most of the night and well into the next day. The first thing I did when I woke up on Thursday afternoon was turn on the radio. The emergency traffic had increased. I gave a call to W7TCK, the amateur call sign for the County EOC, and volunteered to take the night shift.

I got to the EOC at 7 p.m., where I met Donna, KA9ETE, and her husband Al, KJ7EN. The Three of us took turns operating the radio, writing down the traffic, and routing the messages. Unlike the state EOC where I'd been the previous day, the County EOC was equipped only for two meters, since we only needed to cover our county. We had two rigs: an all-mode single band and a mobile. This allowed us to simultaneously operate both repeaters in our valley.

Sandbags and Status Reports

The messages heard varied on content. Most of the traffic was coming from "Rescue Base," a command center which had been set up at the local fairgrounds. These calls were messages from emergency services, such as the Sheriff's Department and National Guard, and ranged from requests for sandbags to notifications about road conditions and other potential hazards.

A typical transmission went something like this:

"W7TCK, this is Rescue Base."

"Rescue Base, this is W7TCK, go ahead."

"This is from the National Guard."

"They need 500 sandbags at the Ten Mile Creek Bridge on Montana Avenue."

At 8:15 a.m., the state went from drill to emergency status.

W7TCK would then repeat the message back to Rescue Base to confirm that it was copied correctly. If everything was correct, we'd get a "roger" from Rescue Base, and we'd both give our call signs and wait until the next message. Each message was written down on a quadruplicate form and passed on to a central point, where the information was given out to the appropriate officials.

Operation Deep Thaw

But the hams at Rescue Base and W7TCK were only part of the story. Several hams reported to area fire departments and ambulance services to provide additional communication links. Many hams were also out in their vehicles, acting unofficially, reporting situations and assisting throughout the county. Hams who couldn't get out of their homes reported high-water levels and dangers in their immediate locales, while others monitored their radios to see if they'd be needed for additional assistance.

My "tour of duty" with the EOC ended Friday at 11 a.m. Between early Wednesday morning and Saturday afternoon, amateur radio operators lent themselves to the aid of Lewis and Clark County. The hams at County EOC and Rescue Base alone put over 400 operator-hours into what was dubbed "Operation Deep Thaw." This doesn't include the many hours given by those hams out in the field.

A Stranger No More

As I mentioned before, I hadn't met many hams in town before I reported to the DES drill that Wednesday morning. I'd heard many on the radio, talking about various things of a personal nature, but had never heard any of them operating in a disaster situation.

Needless to say, I was impressed with each and every ham I worked with through this experience. They handled communications with a professionalism that any emergency radio dispatch service would be proud to exhibit. They also gave selflessly, sacrificing time away from their families and jobs, and when they were needed an extra hour to two before relief could arrive, they stayed by their posts. A job well done!

"Maybe the most important thing I learned about our hobby is that it's what you make of it."

I'm glad I volunteered for the DES drill. I managed to meet my objectives: I made new friends and got to talk on the radio. Also, I came away with a newfound respect for, and greater interest in, VHF/UHF communications. My 2-meter HT is on almost constantly now, and I plan to buy a mobile rig in the near future.

But more importantly, I learned something about amateur radio and the people behind the microphones. Every ham may have his or her reason for becoming an amateur radio operator, but in times of crisis, the ham community becomes a vital and essential force. I felt good because I was able to help and I did.

Maybe the most important thing I learned about our hobby is that it's what you make of it. If you've found yourself in a situation similar to mine, find a way to become involved. If you haven't already, check with your local club and find out who's in charge of the local ARES (Amateur Radio Emergency Service) or RACES (Radio Amateur Civil Emergency Service) and see if you can join in and lend a helping hand.

Hopefully, you'll make new friends and get some air time without having to use your new skills for "the real thing."

Article taken from the September 1996 issue of CQ VHF

Trainer's Corner

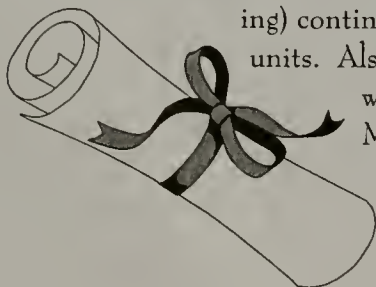
Our first training program was successfully held at the Fort Harrison Regional Training Institute in Helena with 27 people attending the "Emergency Planning Course". Everyone was very pleased with the lead instructor, Mr. Bill Bishop from the Idaho Emergency Response Commission and also with the excellence of the training facility. Everyone commented that it was one of the best training sites they had been to and the course was well worth their time and expense.

The next centralized course will be "Introduction to Emergency Management, G-230" which will also be held at the training facility at Fort Harrison. A course announcement and application is included in this newsletter. As previously announced in other fliers, please note the date change. The course will start on Monday, January 27, rather than on the 28th. Apply early as the maximum capacity for this course is 40 people and we expect it to fill up quickly. There will be frequent break out sessions involving four groups of ten. Instructors are Ed Gierke (*lead*), Paul Spengler, Clete Gregory and Fred Naeher (*course manager*).

More news:

The first *community* based course: "Instructional Presentation Skills" will be held in Great Falls, using the Air National Guard training facility at the airport (Gore Hill). This course is being managed by Cindy Mullaney (Pondera County) and Karen Marks (Fergus County). Lead instructor is Fred Naeher, State DES. Dates for this two day course are January 15 and 16, 1997. A course announcement and application is also included in this newsletter.

These courses have been approved for POST, EMS and Office of Public Instruction (pending) continuing education units. Also, college credit(s) will be available from Montana Tech in Butte.



More news:

Articles which appear in this DES newsletter are also being sent for publication to other appropriate Montana newsletters and magazines dealing with emergency management.

These publications include:

Montana Fire and Rescue

MACO

Peace Officer's Association

Wingspan (Civil Air Patrol)

Please let me know if I should be sending information to other publications.

More News:

An updated and revised training policy draft was sent to the Training Advisory Committee members for review and comment. I hope to have this policy "polished" for state wide review and comment and distributed to all counties the week of December 9. When you receive the working draft, please look it over and let us know if there is anything that is not workable or issues that need to be addressed. Please comment to any of the committee members. Committee members are: Fred Naeher (chair), Ed Gierke, Paul Spengler, Charles Hanson, Jim Hirose, Carol Raymond, Wilma Puich, Red Wilson, and Mick Mills.

More News....

The State Training Program is now enrolled into the Independent Study Distance Inventory Program being promoted by the Emergency Management Institute. This service is intended to provide a ready supply of Independent Study (IS) materials for the community and a faster application and mailing process. Applications can be processed and materials mailed direct from this office. EMI will still maintain student records, process tests, process completion certificates and provide student services as needed.

★ Kid Quest

(A letter to Jim Greene)



September 11, 1996 - Missoula County Emergency Management Coordinator, Bill Silverman, conducting a tour of the Missoula County EO for the delegation from Kyrgyzstan.

We have been asked by Kay Goss, Associate Director for Preparedness, Training and Exercises to request your assistance in obtaining stories about extraordinary achievements by children in disasters. These stories should include the basic story and identity of the individual and location. Presentation of the stories will be incorporated into a network production for use in regular programming.

This effort is a continuation of FEMA's showcasing of exemplary practices in our states as well as sharing real-life situations through our community and family preparedness program. You may forward the stories to my attention.

Thank you in advance for your assistance with our request. Feel free to contact me at (303) 235-4843 if you have any questions.

Sincerely,

Virginia K. Motoyama

State Liaison to Montana
Federal Emergency Management Agency
Region VIII
Denver Federal Center, Building 710, Box 25267
Denver, Colorado 80225-0267

Continued from page 16

Based on previous requests for Independent Study programs, the following courses will be on stock at the State office:

IS-1, Emergency Program Manager	50
IS-2, Emergency Management, USA	50
IS-5, Hazardous Materials, A Citizen's Orientation	50
IS-7, A Citizen's Guide to Disaster Assistance	50
IS-8, Building for the Earthquakes of Tomorrow	50
IS-120, An Orientation to Community Disaster Exercises	50
IS-275 The Role of the EOC in Community Preparedness, Response & Recovery Activities	50

This service should be ready to go by February, 1997. For those courses not listed, a person may still use the L-173 brochure and apply directly to the EMI IS program.

One semester hour of college credit may be obtained for each successfully completed course and military reserve components not on extended duty may earn points for retention and retirement purposes. For more information contact Fred Naehner @ 406-444-6982. (Training info continued on page 20.)

Clarifying our Vision

Your President Speaks....



The role of Disaster and Emergency Services should have a higher priority in Montana. The longer I am involved in emergency management, the more I am convinced of the essential function DES Coordinators/Emergency Managers have in each local jurisdiction and in our state. We alone fill a unique niche in large-scale incidents. We have a vital role in day-to-day operations which is critical to the normal functioning of elected officials and emergency responders in our jurisdictions. If we don't do the job we are hired to do, no one else will.

It seems to me that part of the problem we face is an ongoing identity crisis. Much of the work we do is done in mitigation and preparedness, behind the scene efforts. There are many people in our jurisdictions that do not even know DES exists. Some of those that do still think of us as civil defense directors with yellow hard hats and bomb shelter supplies, or just bureaucrats who have outlived our purpose. This is compounded by the typical role we have in an incident of coordinating and managing resources from somewhere off-scene. We fail to get the public notice that firefighters, law enforcement officers, and EMS personnel get. After the incident, we have a vital function in recovery, but are only seen by those directly impacted by the incident. An unfortunate fact of life is that recovery activities get precious little media coverage, so we get little recognition of the work we do in this essential area of our job.

All of these things combine to make it difficult to convince our CEOs and others in our jurisdictions of the importance of our positions. I fear that sometimes we fail to convince ourselves. We have all had situations where we should have been notified but no one thought it important enough to do so. There are many of us who are working part time and several who are *very* part time, so we often do experience conflicting demands on our time. Perhaps we have been guilty at times of relegating the DES role to a less priority because of these demands. Many of us know the disappointment of being denied funding for a needed resource. Whether it is \$1500 for a low-end computer or \$500 for a hand-held radio, we have watched other agencies of local government seemingly get whatever they desire.. We're faced with this question: What can we do about it? I offer the following suggestions as a starting point.

First, make sure we understand our roles and are committed to the significant part we play in emergency management. We need to understand that no other individual or agency in any jurisdiction in Montana does the mitigation, preparedness, response, and recovery activities we do. No one else is given the jobs we have been given. No one else has the specialized training we have. If we don't do the job, it won't get done and the people, property and environment will suffer.

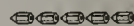
Second, we need to convince our CEOs, emergency responders, and the public of the critical job we are tasked with. Commissioners must understand that, in order for us to do the job, we need appropriate resources. None of our commissioners would ever think about sending the road department out to do a job without the necessary equipment, nor should they. Too often, DES is expected to operate without the proper resources. There needs to be a commitment by all to get the necessary equipment to do our jobs. Our state office is working to get some surplus computers so those jurisdictions that don't presently have them can at least get a machine adequate enough to do the planning we need to do. I commend them for these efforts. Another resource we need to give attention to is time. If we are going to be taken seriously as DES Coordinators/Emergency Managers, we need our commissioners to allocate the resources allowing them to dedicate more than ten percent of their time. If the local jurisdiction cannot do that because of budgetary considerations, look to consolidate programs between jurisdictions. There are at least three programs that are doing that now and every one of them seem to be working quite well.

Third, we need to take advantage of training opportunities and capitalize on the situations where we can network with our cohorts in emergency management. This will contribute to the effectiveness of our services.

Be sure to block off February 25-28 for the Governor's Conference in Helena. This will be a good opportunity for us to get together and share our concerns with one another.

I hope to see you there.

Charlie Hanson, President
Montana DES Coordinator's Association



Brrrrr... It's Cold!

Just in Time → Winter survival safety tips for you:

Excerpted from the *Winter Survival Handbook*
submitted by Larry Akers.

At last my inexhaustible supply of handbooks is about exhausted. If anyone knows of an outfit that would like to sponsor a reprint, let me know. It would be great advertisement for some commercial company. Below are a few tips appropriate for your winter activities.

• SURVIVAL FOR OUTDOOR ACTIVITIES

Montanans and tourists alike are taking to the field in increasing numbers both on foot and horseback. Many others access the back country with four-wheel drive vehicles, ATVs and snowmobiles. Occasionally, hunters, skiers and other sportsmen become lost or stranded in desolate terrain in severe weather. The number one rule in the wilderness is **DON'T PANIC**. Don't rush to get out immediately. Many sportsmen have lost their lives because they refuse to admit to themselves and others that they got lost. They are convinced that their truck is just over the next hill. They literally run themselves to the point of exhaustion, hypothermia sets in and they die. **ADMIT THAT YOU ARE LOST** and get on with saving your life. If you can admit you are lost one hour before dark and you have the minimum survival gear, by putting that hour to good use you should suffer no more than a very uncomfortable night and a little harassment the next day.

• BACKPACK SURVIVAL KIT

Whether you are an expert outdoors person or a novice, plan to be gone an hour or all day, you must be prepared to stay the night. Your outdoor kit can be quite extensive, but you should be able to carry it in your backpack. At a minimum, it should contain:

- | | |
|---|--------------------------------|
| ✓ this handbook | ✓ matches and lighter |
| ✓ candles | ✓ first aid kit |
| ✓ lightweight tarp or plastic | ✓ space blanket |
| ✓ hand saw or hatchet; | ✓ whistle (plastic coach-type) |
| ✓ canteen of water (U.S. Army type has a nice metal cup for heating water and cooking) | ✓ signal mirror |
| ✓ compass & topographical map | ✓ rope |
| ✓ surgical tubing - good for drinking from streams as well as an emergency tourniquet | ✓ tissue or paper towel |
| ✓ all purpose knife - Swiss type is excellent | ✓ commercial fire starter |
| ✓ high energy food - sugar, candy, raisins, trailmix, soup, chocolate, mix, bullion cubes | ✓ steel wool works great |
| | ✓ tape |
| | ✓ flashlight |

• BUILDING A SHELTER

A calm mind and a good analysis of what resources are available can result in a very adequate shelter. In timber country you are limited only to your imagination. The lean-to is most popular today and easiest to construct. Cut two "Y" poles with your hatchet or pocket knife or use two trees with long limbs for the corner poles, place a cross pole between them; place small trees or branches from the cross pole to the ground, butt end up - small end on ground. Take the string or tape from your pack and interweave cross members for more protection and warmth. Often a large downed log can make a good back for part of the shelter. Take advantage of rock overhangs, a series of dead, intertwined, downfall trees, etc. A realistic appraisal of your situation, a good imagination and sharp hatchet can make you the envy of your neighborhood.

In open country, take advantage of any depression, rock pile, abandoned auto, fence, etc., for a windbreak. Snow caves can provide the warmest shelter possible. Dig your cave on the leeward (downwind) side of a drift. Pine boughs, grass and sticks are suitable to cover the bottom of shelters, however plastic bags or ground tarpaulins are the best. The more pine boughs piled up, the more comfortable you will be.

While it is daylight, get your fire started. You will not start many fires directly from a match. Your survival kit should contain tissue paper, commercial fire starter tablets, steel wool, etc. Pine resin from the wound of a tree is a great starter. If the fire must be started on the snow, build a platform of logs or stones. Place the fire close enough to throw heat into your shelter. Use your space blanket or plastic bag against the back of your lean-to so as to reflect the heat. Once the fire is going, heat water (melt snow) in your canteen cup and heat some soup or chocolate. With a fire and something warm to drink, you can then turn your attention to improving your new home. With the time remaining, gather fuel, it takes an amazing amount to last the night.

Final tip: **STAY WITH YOUR SHELTER** - Help will come! Montana has one of the best and fastest reacting Search and Rescue systems in the country.

DES Video Library

The following video tapes are available for your use at the State DES Training Office. Tapes may be copied as there is no copyright on any of these titles.

- A Partnership That Works, Mar 88 (set of 3)
- A Matter of When-National Burn Victim Foundation, no date
- Amateur Radio Resources, March 94
- Anatomy of a Crisis, no date
- Animals in Disaster (set of 3), no date
- Breaking the Cycle, March 1987 (2 copies)
- Calm to Catastrophe, no date
- Children & Trauma: A School's Response no date (2 copies)
- Computer Use in Disaster and Emergency Management
- Decision Making, Nov 1989 (set of 3)
- Computer: Geo Based Information Systems and Liability in Emergency Management, Aug 90
- Critical Incident Stress Debriefing, no date (2 copies)
- Dam Failure: Teton, Terrible Tuesday, no date
- Dam Safety: Status in U.S., Aug 1994 (set of 2)
- Derailment Disaster: Helena, Feb 89
- Disabilities and Disasters: Five Years of ADA Implementation, Aug 95 (set of 2)
- Disabled and Elderly Persons in Disaster, July 93 (set of 3)
- Disabled and Elderly Persons: A Community Approach to Close the Gap, Dec 92 (set of 3)
- Disabled in Evacuation and Sheltering Systems: Meeting the Social Needs, March 89 (set of 3)
- Disaster Preparedness & Fire Prevention: Act Now Oct 95
- Disaster Stories by Robert Hager, no date (3 copies)
- Disaster: Community Responds to Disaster Nov 94 (set of 2)
- Disaster: Countdown to Disaster, no date
- Distance Learning: The Next Century, no date (set of 2)
- Donations Management, Sept 95
- EM: Role of the EOC, no date, 2 copies, closed caption avail
- EM: Using Long Range Sensing in Emergency Management, March 92 (set of 3)
- EM: Liability Issues- HazMat, no date, 2 copies
- EM: Integrated Emergency Management Systems June 92, (set of 3)
- Emergency Alert System: Making it Work, June 96-2 copies
- Emergency Alert System: The Next Generation June 96, 2 copies
- Emergency Communication with Hearing or Speech Impaired Persons, April 90, (set of 2)
- Emergency Communication: When Disaster Strikes Aug 92
- Emergency Food and Shelter National Board Program: Emergency Food and Shelter Program Oct 90, (set of 2)
- Emergency Public Information, Public Service Announcements, no date
- Emergency Rescue: Yours or Theirs-Three Seconds That May Save Your Life, April 92
- EMS: Emergency Professional and Infectious Diseases May 89 (set of 3)
- EMS: Infection Control: Requirements for Fire and EMS Departments, Dec 91 (set of 3)
- EMS: Focus on Public Education and EMS: What USFA is Doing for You, June 93
- EMS: Current Trends in EMS Management Nov 93 (set of 3)
- Evolving Role of Government: Federal Managers in the 21st Century, March 93, (set of 2)
- Fire: Fire Fighter Safety in Wildland-Urban Interface
- Fire: Wildfire: Living with Reality
- Fire: National Sesame Street Fire Safety Program, July 88
- Fire: Oakland, California fire, 1991
- Flood Fighting- Emergency Techniques, Sept 86
- Flood Insurance Program-National, Aug 88 (set of 2)
- Flood- Park County, June 1996
- Floodplain-Community Management Course Aug 89 (set of 3)
- Helping You Begin Again//The Inspection Process, no date
- Hyatt Regency Hotel Disaster, no date
- ICS and its Diverse Role in Emergency Management, Oct 93 (set of 3)
- ICS: Overview, no date
- Integrating Helicopters into Local Emergency Plans
- It Can't Happen Here, or Can It?, 1992, 2 copies
- Mass Fatalities- (for use with course), no date, 4 copies
- Mass Fatalities-Avianca (for use with course), no date
- Mitigation Showcase, November/96
- Multi Radio Van (MRV) FEMA/The Fall Fire (Columbia Gorge, OR)
- National Disaster Medical Systems, June 89, 2 copies
- PIO: Basic PIO Course, 12/94, (set of 3)
- PIO: Hazard Awareness, Preparation and Prevention, Feb 94 (set of 2)
- PIO: Hurricane and Flood Preparation/Family Disaster Plans PSA
- PIO: Montana DES- PSA, no date
- PIO: Public Information Tools You Can Use Oct 92 (set of 2)
- PIO: The How To of the Joint Information Center, March 90 (set of 2)
- PIO: Timely and Accurate News: Joint Information Center, Dec 88
- Power of Listening, no date
- Public Officials Conference (North Carolina), no date
- Rescue of Flight 232-Sioux City, Iowa, no date
- Terrorism: Managing Terrorism Events: The Oklahoma Experience, Aug 96
- Trainer and Course Manager Update, Oct 92 (set of 3)
- Training Civilians for Disaster Preparedness (set of 2) Oct 96
- When Disaster Strikes: America Meeting the Challenge, no date (3 copies)



**STATE TRAINING MANAGER
DEPARTMENT OF MILITARY AFFAIRS
DISASTER AND EMERGENCY SERVICES DIVISION**

1100 North Main - P.O. Box 4789 - Helena, Montana 59604-4789
Commercial (406) 444-6911
Facsimile (406) 444-6965

*******COURSE ANNOUNCEMENT*******

“Introduction to Emergency Management, G-230”

The “Introduction to Emergency Management Course” will be held January 27-31, 1997. The course will be held in Helena, at the Fort Harrison Regional Training Institute. Map and course agenda will be mailed with a course acceptance letter. This course is sponsored by the State of Montana Disaster and Emergency Services Division. Lead instructor is Mr. Ed Gierke, Montana DES District Representative. Course manager is Mr. Fred Naeher, Acting State Training Officer. Maximum capacity for this course is 40. Application deadline will be **Friday, January 10, 1997.**

There will be a \$35.00 registration fee. This fee is non-reimbursable and non-refundable from State DES. Please make out checks to “Montana DES” and attach to the application (enclosed).

Mileage will be reimbursed at 30 cents per mile (if using a privately owned vehicle) for County DES Coordinators/ Emergency Managers who live 75 miles or more away from Helena. Please car pool and use a local government vehicle, if available. Local government vehicle mileage will be reimbursed at the lending agencies regular usage rate. A continental breakfast and working lunch will be provided each day for the 4 ½ day course. Meal reimbursement for those traveling will be a total of \$32.00 for the dinner meal on Sunday, Monday, Tuesday and Thursday night. A buffet dinner (hosted by Montana DES) with a no host bar will be held at the Fort Harrison Service Club on Wednesday night.

A contract motel (see application) will be provided and paid for by State DES. Military quarters will also be available at Fort Harrison, for those who would like to help us keep costs down.

INSTRUCTIONAL OVERVIEW & COURSE GOALS:

- ▶ To understand the concept of emergency management and why it is needed.
- ▶ To describe the emergency management process and how individuals and organizations function within it.
- ▶ To realize the importance of the team approach and examine team relationships.
- ▶ To apply the team building approach through a group activity.

TARGET AUDIENCE:

“Introduction to Emergency Management” is designed to provide an overview of emergency management concepts and functions, with emphasis on the importance of harmonious teamwork among those who have a role in emergency management.

As such, it is intended to address the needs of a diverse audience with varying levels of experience who would play different roles in an emergency, and who represent many agencies. CEO's, county commissioners, emergency managers (and deputy's), department heads, managers, volunteer organizations in disaster assistance and military liaisons to name a few. Some may be relatively new emergency program managers. Other participants may represent allied organizations for whom emergency management is only a part time responsibility. Such a mixture of participants is positive since it can lend interest and freshness to class discussions. This course is not intended for field response personnel.

QUALIFICATIONS TO ATTEND:

Completion of HS-2, Emergency Management, USA (EMI independent study course). For information on how to apply for Independent Study Courses, please contact your local county emergency coordinator or call the State DES Training Officer (STO) at 406-444-6982. Waivers will be accepted by the STO with recommendation from the District Representative or local county DES coordinators.

COURSE EVALUATION, TESTING, CERTIFICATES:

The "Introduction to Emergency Management Course" will have measurable objectives built into the program. A student must achieve an average score of 80% to get a course certificate. Measurable objectives will be:

- attendance: 50%
- exam scores: 20-25%
- prerequisites met (if required): 5%
- preparation, participation, attentiveness: 25%

QUESTIONS TO ASK YOURSELF BEFORE APPLYING:

Why do I need this course? How will I benefit? How will my organization or jurisdiction benefit? Will it demonstrate a positive impact? Could it influence a behavior change or procedure change for individuals involved in emergency response? Does it enhance response and recovery? Long range question: Could an emergency NOT turn into a disaster as a result of this training?

DES makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the course manager by the application deadline to allow adequate time to make needed arrangements.

(please attach your \$35.00 registration fee to this application)

No faxes please.

**INTRODUCTION TO EMERGENCY MANAGEMENT, G-230
FORT HARRISON REGIONAL TRAINING INSTITUTE
HELENA, MONTANA**

NAME & ADDRESS: _____

_____ zip _____

COUNTY: _____ POSITION: _____

TELEPHONE: ☎ _____

FAX: ☎ _____

SOCIAL SECURITY NUMBER: _____

(note: used only for FEMA and State tracking for course attendance and to establish your personal database)

**IF YOU NEED OVERNIGHT ACCOMMODATIONS, WOULD YOU STAY IN
MILITARY QUARTERS TO HELP US SAVE TRAINING MONEY?** _____ Yes _____ No

(Note: quarters are clean, comfortable and adequate. These are modern "open bay" type barracks at Fort Harrison with showers and restrooms at the end of the hall. We can reserve barracks for men and women.)

WOULD YOU PREFER A MOTEL? _____ Yes _____ No

We have contracted with the Kings Carriage Inn, 901 North Last Chance Gulch, Helena. 25 rooms are reserved under "DES: Intro to Emergency Management" at a direct bill to state DES rate of \$27.00 single, \$30.00 double. You may make your own reservations by calling 800-521-2743 as soon as possible as the State Legislature will be in session. Unreserved rooms will be released back to the public on January 22, 1997. (Note: If you prefer to make motel arrangements elsewhere, you may do so at your own expense).

DO YOU HAVE ANY SPECIAL NEEDS TO INCLUDE DIETARY? _____ Yes _____ No

WHY DO YOU WANT TO ATTEND THIS COURSE?

(Important information for course management)

Signature of Applicant/date



**STATE TRAINING MANAGER
DEPARTMENT OF MILITARY AFFAIRS
DISASTER AND EMERGENCY SERVICES DIVISION**

1100 North Main - P.O. Box 4789 - Helena, Montana 59604-4789

Commercial (406) 444-6911

Facsimile (406) 444-6965

*******COURSE ANNOUNCEMENT*******

"INSTRUCTIONAL PRESENTATION SKILLS"

A Community Based Program

The "INSTRUCTIONAL PRESENTATION SKILLS COURSE" will be held on January 15-16, 1997. The course will be held at the Air National Guard Facility, Gore Hill, Great Falls. Map and course agenda will be mailed with a course acceptance letter. This course is hosted by Pondera and Fergus Counties and sponsored by the State of Montana Disaster and Emergency Services Division. Lead instructor is Mr. Fred Naeher, Montana DES Training Officer (acting). Course managers are Karen Marks (Fergus County) and Cindy Mullaney (Pondera County). Class limit is 30. Priority will be given to those involved directly in emergency services. Application deadline will be **Friday, January 10, 1997.**

There will be a \$25.00 registration fee. This fee is non-reimbursable and non-refundable from State DES. Breakfast and lunch meals will be provided on site. Dinner is on your own. Please make out checks to "Pondera County DES" and attach to the application (enclosed).

This is a community based course. There will be no reimbursement for motel, travel or per diem.

INSTRUCTIONAL OVERVIEW & COURSE GOALS:

- ▶ Gain understanding of how people communicate and listen.
- ▶ Learn the fundamentals of preparation, delivery and evaluation of presentations and apply these principles in exercise situations.
- ▶ Learn the tools that can be used to increase effectiveness of presentations.
- ▶ Learn how to prepare yourself to present training and to incorporate the needs of your participants in your preparation.
- ▶ Learn how to review training evaluation data and how to use this data to improve future training preparation and presentation.

TARGET AUDIENCE:

Emergency managers, responders, law enforcement, public information officers and those interested in learning new presentation skills and improving current presentation skills. This course is for those who have "stage fright" or who would like to develop the self confidence to talk before a group.

QUALIFICATIONS TO ATTEND:

A strong desire to participate in small groups to improve and enhance individual presentation skills and techniques. Willingness to make mistakes, accept instructional criticism and help others learn. Willingness to be video taped and to give a large group presentation as a part of course evaluation.

COURSE EVALUATION, TESTING, CERTIFICATES:

This course will have measurable objectives built into the program. A student must achieve an average score of 80% to get a course certificate. Measurable objectives will be:

- attendance: 50%
- exam scores: 25%
- preparation, participation, attentiveness and willingness to give it a try: 25%

QUESTIONS TO ASK YOURSELF BEFORE APPLYING:

Why do I need this course? How will I benefit? How will my organization or jurisdiction benefit? Will it demonstrate a positive impact? Could it influence a behavior change or procedure change for individuals involved in emergency response? Does it enhance response and recovery?

DES makes reasonable accommodations for any known disability or dietary restrictions that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the course manager by the application deadline to allow adequate time to make needed arrangements.



The Montana Disaster and Emergency Services News letter is a quarterly publication of the Disaster and Emergency Services Division. It is funded, in part, by a grant from the Federal Emergency Management Agency. Contributions of articles and ideas are welcome. The deadlines for submitting articles for the 1997 newsletter are: January 17 for the February; May 16 for the June issue; August 15 for the September issue and November 14 for the December issue. The editor reserves the right to edit for clarity and length. The articles in this news-letter do not constitute official policy.

Questions regarding articles may be addressed to:
DES Newsletter Editor
Monique T. Lay
P.O. Box 4789
Helena, MT 59604-4789
phone 406-444-6963
or fax 406-444-6965

APPLICATION DEADLINE: January 10, 1997
(please attach your \$25.00 registration fee to this application)

No faxes please.

Checks may be made out to:

Pondera County DES
Cindy Mullaney
20 4th Avenue, Southwest
Conrad, Montana 59425

INSTRUCTIONAL PRESENTATION SKILLS, G-260
A Community Based Program
AIR NATIONAL GUARD, GORE HILL
GREAT FALLS, MONTANA

NAME & ADDRESS: _____

_____ zip _____

COUNTY: _____ POSITION: _____

TELEPHONE: ☎ _____

FAX: ☎ _____

SOCIAL SECURITY NUMBER: _____

(note: used only for FEMA and State tracking for course attendance and to establish your personal database)

IF YOU NEED OVERNIGHT ACCOMMODATIONS, WOULD YOU STAY IN
MILITARY QUARTERS TO HELP US SAVE TRAINING MONEY? _____ Yes _____ No

(Note: quarters are clean, comfortable and adequate. These are modern "open bay" type barracks at Fort Harrison with showers and restrooms at the end of the hall. We can reserve barracks for men and women.)

WOULD YOU PREFER A MOTEL? _____ Yes _____ No

We have contracted with the Kings Carriage Inn, 901 North Last Chance Gulch, Helena. 25 rooms are reserved under "DES: Intro to Emergency Management" at a direct bill to state DES rate of \$27.00 single, \$30.00 double. You may make your own reservations by calling 800-521-2743 as soon as possible as the State Legislature will be in session. Unreserved rooms will be released back to the public on January 22, 1997. (Note: If you prefer to make motel arrangements elsewhere, you may do so at your own expense).

DO YOU HAVE ANY SPECIAL NEEDS TO INCLUDE DIETARY? _____ Yes _____ No
WHY DO YOU WANT TO ATTEND THIS COURSE?

(Important information for course management)

Signature of Applicant/date

Acting State Training Officer
Fred Naeher

Jamie Hess
&
Bob Fry



Were married November 30, 1996.

♥ Congratulations ♥

District III Resignations

These three County Coordinators from District III will be resigning around the first of the year.

Jack Widdecombe . Broadwater County
Ray Pidcock Wheatland County
Mike Bohne Bighorn County

☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆

Good Bye & Good Luck!

☆☆☆☆☆☆☆☆☆☆☆☆☆☆

Please...

Share Your Newsletter With A Friend!! ☺

Information Update

Please note the following changes:

Broadwater County:

Mike Koehnke, Coordinator

P.O. Box 576

Townsend, MT 59644

Business: ☎(406) 266-3441

Cellular: ☎(406) 949-0117

Fax: (406) 266-5354

Butte/Silver Bow County:

Cellular Phone ☎(406) 491-1201

Carbon County:

Cellular phone number: ☎(406) 749-0953

Custer County:

DES Office: ☎(406) 233-3491

Deer Lodge County:

Courthouse-message only ☎(406) 563-4000

Flathead County:

FAX: 758-5562

Jefferson County:

Business Telephone ☎(406) 225-4040

FAX: 225-4148

Deputy Business Phone: ☎(406) 255-4025

Powder River County:

John C. Hantz has moved to Alaska and is no longer the County Coordinator.

Wheatland County:

Cellular Phone ☎(406) 220-5511

Use our bulletin
board to share
your news.



DES Bulletin Board



State of Montana

Disaster & Emergency Services Division

P.O. Box 4789

1100 North Main

Helena, Montana 59604-4789

☎(406) 444-6911

fax (406) 444-6965

First Class

*Montana State Documents
Distribution Center
State Library
DEADHEAD MAIL*

The deadlines for contributions to the DES Newsletter have been modified to allow more time for publication. If you would like to contribute an article, picture, or tidbit for the bulletin board, please refer to the deadlines on page 25. This information is included in every issue of the newsletter as a convenient reminder for our readers.

This publication has been financed, in whole or in part, by the Federal Emergency Management Agency. The contents do not necessarily reflect the views or policies of the Federal Emergency Management Agency.